

UNIT STANDARD 2784: Planning Template



Student Name: _____ Date: _____

1. *What will your spreadsheet be used for?* (i.e. what are the problems you need to find solutions to?)

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2. *Use the space on the following pages to plan how your spreadsheet will look.*

You will need to include placement of **headings**, **text** and **number formats**.

Include where **formulae** and **functions** will be placed.

The spreadsheet you create in Task Two and your plan **must** be identical.

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This image shows a full page of blank graph paper. The grid consists of thin, light gray horizontal and vertical lines that intersect to form small squares across the entire surface. There are no margins, text, or other markings on the paper.

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A full-page view of a blank sheet of graph paper. The grid consists of thin, light blue horizontal and vertical lines forming small squares across the entire page. There are no margins, text, or other markings on the paper.